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12 April 1950

TO : TRD Policy Committee

FROM : Chief, Assessment Staff

SUBJECT: Qualifications and Work Responsibilities for the Position of Statistical Analyst, Assessment Staff. Present Rating GS-7.

1. The qualifications for this position are as follows:

- a. Service as a member of the armed forces, as a high rating NCO, during World War II.
- b. At least two years' employment as an administrative or statistical assistant by an intelligence agency of the United States Government.
- c. Willing to be trained and to serve, when necessary, as an administrative assistant or statistical analyst in Washington headquarters or at any overseas post.
- d. At least five years' practical working experience involving administrative responsibilities; and duties requiring research and analysis, accounting, records supervision, and personnel classification.
- e. At least two years' college credit, with emphasis in accounting and mathematics.
- f. Successful completion of college courses in general psychology, psychological statistics, and psychological tests and measurements.
- g. Initiative, emotional stability, social maturity, sophistication, poise. Sensible, practical, industrious. Pleasing, well-balanced personality.
- h. Favorable assessment report before assignment to position.

2. The work responsibilities for this position are as follows:

- a. Compiles test norms and presents such data in terms of tables, charts, graphs, profiles, psychographs, and frequency distributions.
- b. Computes product moment correlation coefficients, and calculates various validity and reliability statistical indices.

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s. Devises new and simplified scoring procedures for aptitude tests, especially those which are modified to meet assessment needs.

d. Sets up new and revises old test and report forms.

e. Keeps the psychometrist, junior psychologist, and senior psychologist informed on statistical results of cases in progress, particularly when significant deviations or trends are being revealed.

f. Is poised, dignified, and security-conscious in dealing with all types of assessment cases, including those at the GS-15 level.

g. In the absence of the psychometrist or junior psychologist, carries the duties of the psychometrist or junior psychologist, especially on matters requiring the routine administration of psychological tests to candidates.

h. Processes and scores aptitude and psychological tests given to assessment candidates requiring both straight and interpretative scoring.

i. Makes statistical analyses of test items for purposes of test revisions.

j. Maintains custody of all psychometric tests and equipment and is responsible for their proper distribution. Such equipment includes stop watches, timers, counters, calculators, and other expensive machines and equipment.

k. Participates in situation-testing programs as a straight man or critic.

l. Writes observation reports on assessment cases as a result of his observations of them during test sessions and situation problems.

m. Receives training evaluations, and maintains custody of them for research records and validation purposes.

n. Maintains an accurate (current and historical) raw data log from which he carries out detailed statistical studies as directed by the Chief, Assessment Staff.

o. Submits detailed monthly progress reports on test revisions and research studies completed.

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p. Supervises and sometimes directs the work of research, clerical, and statistical assistants who are either permanently or temporarily assigned to him.



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Chief, Assessment Staff

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